

**AGENDA ITEM #XIII-A-1
SEPTEMBER 26, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ARTICULATION AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND TRINITY COLLEGE OF NURSING & HEALTH SCIENCES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised articulation agreement between Highland Community College and Trinity College of Nursing & Health Sciences for students seeking to complete their Associate's degree from Highland and the Medical Laboratory Science (MLS) Program curriculum at Trinity.

BACKGROUND: The attached agreement is designed to provide participating students with a pathway to meet degree requirements established by the College for an Associate's degree and a Bachelor of Science in Health Sciences with a major in Medical Laboratory Science at Trinity College of Nursing & Health Sciences.

This agreement was originally approved by the Board of Trustees on April 25, 2023; however, it was later learned that there was a Chemistry class that would not line up well for Trinity College, which necessitated the revision in the agreement.

BOARD ACTION: _____

**TRINITY COLLEGE OF NURSING
& HEALTH SCIENCES
AND
HIGHLAND COMMUNITY COLLEGE**

Articulation Agreement

Trinity College of Nursing & Health Sciences of Rock Island, IL, and **Highland Community College** of Freeport, IL believe that a cooperative program benefits students by allowing students an opportunity to earn degrees from both institutions.

This agreement defines the Dual Degree Program Articulation Agreement between Trinity College of Nursing & Health Sciences and Highland Community College for qualified students seeking to complete their Associates degree from Highland Community College and the Medical Laboratory Science (MLS) Program curriculum at Trinity College of Nursing & Health Sciences.

Agreement

The Articulation Agreement is designed to provide participating students with a specific pathway to meet degree requirements established by Highland Community College for an Associate degree and a Bachelor of Science in Health Sciences with a major in Medical Laboratory Science at Trinity College of Nursing & Health Sciences.

It is agreed and understood that each institution has the right and responsibility to make changes to its curricula and enrollment standards to maintain its academic integrity and meet accreditation standards. Such changes, if any, will be communicated to the other institution as they occur through the office of each institution responsible for implementing this dual degree program.

At the request of either institution, a meeting or conference will be held to resolve any problems and monitor progress under the terms of this Articulation Agreement.

Under the terms of this agreement, neither institution is obligated to make any payments of any kind to the other institution.

Academic Requirements

1. The student must earn a minimum of 80 semester hours in pre-requisite courses before starting the MLS program.
2. The student must complete all General Education, University, major/minor, and graduation requirements (if applicable), except for the 40 credits of the MLS program.
3. Upon acceptance into the MLS program at Trinity College of Nursing & Health Sciences, 80 semester hours may be transferred toward the completion of the MLS Program. For approved transfer credits refer to Appendix A.
4. Upon successful completion of the MLS program at Trinity College of Nursing & Health Sciences, 40 credit hours will be awarded towards the Bachelor of Science in Health

Sciences with a major in Medical Laboratory Science. For approved MLS credits refer to Appendix B.

5. Students who successfully complete the MLS program at Trinity College of Nursing & Health Sciences (40 credits) will be eligible to participate in commencement.

Accreditation

Trinity College of Nursing & Health Sciences and Highland Community College will ensure that they maintain accreditation with the Higher Learning Commission regional accrediting body and ensure all operations will be in keeping with accreditation requirements of the two institutions.

Duration and Termination of Agreement

Trinity College of Nursing & Health Sciences and Highland Community College agree that this Agreement shall be in force the date of the signing of the Agreement and shall remain in force until modified or terminated in writing, following reasonable and mutual discussion by representatives of the two institutions.

Trinity College of Nursing & Health Sciences and Highland Community College reserve the right to revise or eliminate programs and courses. Such changes will be communicated to the appropriate parties. This articulation agreement will be reviewed annually to ensure currency with each party's degree requirements and may be modified by attachment.

Notification of Equal Educational Opportunities

Trinity College of Nursing & Health Sciences is committed to providing equal employment and promotion opportunities to all individuals regardless of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, Veteran Status, or disability. Applicants for admissions and in employment together with sources of referral are hereby notified that this Institution does not discriminate among applicants or employees based upon their status of race, color, creed, age, sex, sexual orientation, national origin, religion, or disability in any aspect of the employment relationship from hiring through termination. Any person having inquiries concerning Trinity College of Nursing & Health Sciences' compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to contact the Director of Student Services and External Relations or Chancellor. Inquiries also may be addressed to the Acting Assistant Secretary for Civil Rights, Candice Jackson, U.S. Department of Education at 1-800-421-3481.

It is the policy of Highland Community College to provide equal opportunity in all terms and conditions of employment and education for all faculty, staff, and students. The intent of this policy is to prohibit discrimination (including sexual harassment) and to promote the full realization of equal employment opportunity in all faculty, staff, and student aspects of the University. The University will provide equal opportunities for all qualified individuals and will promote the full realization of equal opportunity through positive programs. This policy of equal employment opportunity applies to all individuals in every aspect of education, employment policy and practice. The University is an Equal Opportunity Employer and provides that employment, salaries, and access to education are determined and maintained on a basis that does not discriminate against any employee or applicant for employment on the basis of age, color, physical or mental disability, national origin, race, religion, creed, sex, military or veteran status, sexual orientation, gender identity, pregnancy, or any other protected category under applicable local, state, or federal law. The University reserves the right to impose qualifications based on religion if a bona fide occupational qualification is reasonably necessary for the operation of the University

Liaisons

To facilitate a student's participation in the program, Highland Community College and Trinity College of Nursing & Health Sciences have designated liaisons:

Trinity College of Nursing & Health Sciences:
Stephanie Tieso, Program Director/BSHS Program Coordinator

Highland Community College: Vicki Schulz, Transfer Coordinator

Academic Dean
Trinity College of Nursing & Health Sciences

Date

Board Chair
Highland Community College

Date

Appendix A

| Prerequisite General Education Courses | |
|-----------------------------------------------|-----------|
| Humanities | Credits |
| Written Communication ENGL 121 | 3 |
| Oral Communication SPCH 191 | 3 |
| Humanities Electives | 12 |
| Humanities total | 18 |
| Social Sciences | |
| Sociology SOCI 171 | 3 |
| Psychology PSY 161 | 3 |
| Social Sciences total | 6 |
| Natural Sciences and Mathematics | |
| Anatomy and Physiology 1 BIOL 213 | 4 |
| Chemistry | |
| General Chemistry 1 CHEM 123 | 4 |
| General Chemistry 2 CHEM 124 | 4 |
| Organic Chemistry 1 CHEM 221 | 4 |
| Biology | |
| Biology BIOL 110 | 4 |
| Microbiology BIOL 211 | 4 |
| Math | |
| College Algebra MATH 166 | 3 |
| Statistics MATH 134 | 3 |
| Natural Sciences and Mathematics total | 30 |
| Electives | |
| Medical Terminology ITHC 101 and 102 | 2 |
| General Electives | 24 |
| Electives total | 26 |
| TOTAL | 80 |

Appendix B

| SUMMER SEMESTER | | |
|-----------------|-----------------------------------------|----------------|
| Course #: | Description: | Semester Hours |
| MLS 320 | Lab Math and Operations | 1 |
| MLS 330 | Phlebotomy and Pre-analytical Variables | 1 |
| MLS 340 | Cell Morphology | 2 |
| MLS 345 | Clinical Immunology | 2 |
| MLS 410 | Evidence Based Lab Medicine | 1 |
| MLS 420 | Educational Development | 1 |
| TOTAL | | 8 SH |
| FALL SEMESTER | | |
| MLS 310 | Urinalysis and Body Fluids | 2 |
| MLS 415 | Clinical Chemistry | 7 |
| MLS 425 | Clinical Hematology and Hemostasis | 7 |
| MLS 440 | Lab Management | 1 |
| TOTAL | | 17 SH |
| SPRING SEMESTER | | |
| MLS 430 | Immunohematology | 7 |
| MLS 435 | Clinical Microbiology | 7 |
| MLS 450 | Medical Lab Science Review | 1 |
| TOTAL | | 15 SH |

All general education prerequisites must be completed prior to admission to the
BSHS-MLS Program.

Transfer credit evaluated on a course by course basis.

| | |
|----------------------------------------------|---------------|
| Pre-Requisite General Education Total | 80 SH |
| MLS Total | 40 SH |
| BSHS-MLS Program Total | 120 SH |

**AGENDA ITEM #XIII-A-2
SEPTEMBER 26, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**“HCC-RU COLLABORATION” MEMORANDUM OF UNDERSTANDING BETWEEN
ROCKFORD UNIVERSITY AND HIGHLAND COMMUNITY COLLEGE
FOR STUDENTS WISHING TO PURSUE A BACHELOR’S DEGREE IN BIOLOGY,
BIOCHEMISTRY, OR CHEMISTRY**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approves the attached “HCC-RU Collaboration” Memorandum of Understanding between Highland Community College (HCC) and Rockford University (RU), designed to help the College recruit excellent undergraduates who ultimately wish to earn their bachelor of arts or bachelor of science in biology, biochemistry, or chemistry degree from Rockford University.

BACKGROUND: This Memorandum of Understanding is designed to streamline the Rockford University admission of well-prepared undergraduates from Highland who might otherwise choose to complete their bachelor’s degree elsewhere.

BOARD ACTION: _____

MEMORANDUM OF UNDERSTANDING BETWEEN ROCKFORD UNIVERSITY AND HIGHLAND COMMUNITY COLLEGE

I. Authority and Purpose

This Memorandum of Understanding (MOU) is entered into between Rockford University (RU) and Highland Community College (HCC). Nothing in this MOU shall be construed as altering approved degree programs at either educational institution.

The purpose of this MOU is to describe a "HCC-RU Collaboration" that is designed to help HCC recruit excellent undergraduates who ultimately wish to earn a bachelor of arts or bachelor of science degree in biology, biochemistry, or chemistry from RU, and to streamline the RU admission of well-prepared undergraduates from HCC who might otherwise choose to complete their science education elsewhere.

II. Rockford University Conditions

RU agrees to accept highly qualified HCC students who, by the end of their second semester at HCC, are encouraged to declare their intent to complete a biology, biochemistry, or chemistry degree upon completion of an associate's degree at HCC.

RU agrees to grant a one-time award of \$250 to HCC students meeting the conditions outlined in section IIa below, and who declare a major in Biology, Biochemistry, or Chemistry at RU. This award will be granted on commencement of the student's first semester of coursework at RU as a Biology, Biochemistry, or Chemistry major.

The following recommendations, as provided by RU Admission, will be communicated in a timely manner to HCC students who seek admission to the HCC-RU Collaboration pursuant to this memorandum:

- a. To become a part of the HCC-RU Collaboration, a student must meet the following conditions:
 - have earned an associate of science at HCC;
 - have a minimum cumulative grade point average of 2.0 (on a 4.0 scale);
 - provide official transcripts;
 - complete the RU application;
 - pay the current application fee;
- b. To remain a part of the HCC-RU Collaboration and receive a degree in biology, biochemistry, or chemistry, a student must meet the following conditions:
 - complete the program requirements as outlined in the applicable catalog;
 - maintain cumulative grade point averages of at least a 2.0 on a 4.0 scale every semester;
 - complete all 60 credits from a four-year institution and 30 of the last 36 credits from RU;

III. Highland Community College Conditions

HCC will provide advising services to potential, current, and returning students with the goal of assisting them with completion of their AS degree and transferring into the biology, biochemistry, or chemistry degree program at Rockford University.

HCC will assist RU in the distribution of updated degree, transfer, and marketing materials to alumni and current students.

Highland Community College will provide opportunities for Rockford University representatives to visit HCC to recruit students into the biology, biochemistry, or chemistry degree program.

IV. Implementation and Administration

The HCC-RU Collaboration shall be implemented and administered by the designee of the HCC Chief Academic Officer and the designee of the RU Provost. Each institution reserves the right to change its designee, and written notice of such change will be given to the other institution.

V. Resolution of Differences

In the event differences arise in the shared implementation and administration of the HCC-RU Collaboration, the schools are committed, through consultation and negotiation, to reaching resolutions that are demonstrably in the best interest of students, are consistent with institutional policies and procedures, are aligned with standard expectations for excellence in science education, and are feasible given university financial circumstances. This MOU creates no petition or grievance process unique to the HCC-RU Collaboration. All student petitions and grievances shall be heard in accordance with the terms of applicable academic and policies at the individual institutions.

VI. Effective Dates, Renewal, and Termination

This MOU shall become effective immediately upon approval by authorized signatories at RU and HCC. It shall remain in effect for the succeeding five academic years. Unless one educational institution notifies the other in writing of its desire to renegotiate or terminate this MOU six months in advance of its scheduled expiration, the terms of the MOU shall automatically renew for another period of five academic years.

Signed on behalf of Rockford University:

5050 E. State Street
Rockford, IL 61108

Name: Patricia Lynott, President

Date

Signed on behalf of Highland Community College:

Name: James G. Endress, Board Chair

Date

HIGHLAND COMMUNITY COLLEGE & ROCKFORD UNIVERSITY

The full transfer credit policy can be found in the Rockford University Academic Catalog.

To be eligible for a Rockford University degree, students must complete:

- A writing intensive course in major or RHET 351
- Senior seminar
- A minimum of 124 credits with a grade point average of 2.0.
- A minimum 2.0 GPA in each major and in each minor unless otherwise stated in the departmental major and minor requirements
- At least 60 credits taken at a four-year college or university
- 30 of the last 36 credits taken at Rockford University
- At least 30 credits of study at the 300 level or higher
- At least 15 credits taken at Rockford University in each major and at least 8 credits taken at Rockford University in each minor
- Note: Some programs may require students to complete more semester hours at Rockford University than the minimum listed above.

Courses to be completed at Highland Community College prior to enrollment at Rockford University under the present agreement:

Part 1: For BIOLOGY MAJORS

| Required Major-Supporting Courses | | | |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------|---------------|
| RU REQUIRED COURSES | HCC TRANSFER EQUIVALENT | CREDITS @RU | CREDITS @ HCC |
| CHEM 105 General Chemistry | CHEM 123 General College Chemistry I | 4 | 5 |
| CHEM 106 Inorganic & Analytical Chemistry | CHEM 124 General College Chemistry II | 4 | 5 |
| CHEM 205 Organic Chemistry I | CHEM 221 Organic Chemistry I | 4 | 4 |
| Two of: MATH 223 Beginning Statistics MATH 230 Calculus with Analytic Geometry I MATH 231 Calculus with Analytic Geometry II | Two of: MATH 134 Statistics MATH 250 Analytic Geometry and Calculus I MATH 255 Analytic Geometry and Calculus II | 7 or 8 | 9 or 10 |
| Required Major Courses | | | |
| RU REQUIRED COURSES | HCC TRANSFER EQUIVALENT | CREDITS @ RU | CREDITS @ HCC |
| BIOL 150 Principles of Biology | BIOL 208 Biology I: Molecular and Cell Biology | 4 | 4 |
| BIOL 151 Principles of Biology II | BIOL 209 Biology II: Biodiversity, Evolution & Ecology | 4 | 4 |

Part 2: For BIOCHEMISTRY MAJORS

| Required Major-Supporting Courses | | | |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------|---------------|
| RU REQUIRED COURSES | HCC TRANSFER EQUIVALENT | CREDITS @RU | CREDITS @ HCC |
| (PHYS 105 Fundamentals of Physics I AND PHYS 106 Fundamentals of Physics II) OR PHYS 201 University Physics I | (PHYS 141 Introductory Physics I AND PHYS 142 Introductory Physics II) OR PHYS 143 General Physics I | 4 or 8 | 4 or 8 |
| Two of: MATH 223 Beginning Statistics MATH 230 Calculus with Analytic Geometry I MATH 231 Calculus with Analytic Geometry II | Two of: MATH 134 Statistics MATH 250 Analytic Geometry and Calculus I MATH 255 Analytic Geometry and Calculus II | 7 or 8 | 9 or 10 |
| Required Major Courses | | | |
| RU REQUIRED COURSES | HCC TRANSFER EQUIVALENT | CREDITS @ RU | CREDITS @ HCC |
| BIOL 150 Principles of Biology | BIOL 208 Biology I: Molecular and Cell Biology | 4 | 4 |
| CHEM 105 General Chemistry | CHEM 123 General College Chemistry I | 4 | 5 |
| CHEM 106 Inorganic & Analytical Chemistry | CHEM 124 General College Chemistry II | 4 | 5 |
| CHEM 205 Organic Chemistry I | CHEM 221 Organic Chemistry I | 4 | 4 |
| CHEM 206 Organic Chemistry II | CHEM 222 Organic Chemistry II | 4 | 4 |

Part 3: For CHEMISTRY MAJORS

| Required Major-Supporting Courses | | | |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------|---------------|
| RU REQUIRED COURSES | HCC TRANSFER EQUIVALENT | CREDITS @RU | CREDITS @ HCC |
| (PHYS 105 Fundamentals of Physics I AND PHYS 106 Fundamentals of Physics II) OR PHYS 201 University Physics I | (PHYS 141 Introductory Physics I AND PHYS 142 Introductory Physics II) OR PHYS 143 General Physics I | 4 or 8 | 4 or 8 |
| MATH 230 Calculus with Analytic Geometry I MATH 231 Calculus with Analytic Geometry II | MATH 250 Analytic Geometry and Calculus I MATH 255 Analytic Geometry and Calculus II | 8 | 10 |
| Required Major Courses | | | |
| RU REQUIRED COURSES | HCC TRANSFER EQUIVALENT | CREDITS @ RU | CREDITS @ HCC |
| CHEM 105 General Chemistry | CHEM 123 General College Chemistry I | 4 | 5 |
| CHEM 106 Inorganic & Analytical Chemistry | CHEM 124 General College Chemistry II | 4 | 5 |
| CHEM 205 Organic Chemistry I | CHEM 221 Organic Chemistry I | 4 | 4 |
| CHEM 206 Organic Chemistry II | CHEM 222 Organic Chemistry II | 4 | 4 |

**AGENDA ITEM #XIII-C-1
SEPTEMBER 26, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached list of part-time instructors, overload, and other assignments.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

| Fall 2023 | | | | COURSE | CLOCK | CREDIT | | TOTAL |
|--------------------------------------------|----------------|------|------------|------------------------------------------------|-------|--------|------------|------------|
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| Athletics | | | | | | | | |
| Joshua | Bost | | | Esports Coach | | | | \$4,000.00 |
| Stacy | Green | | | Cross Country Coach | | | | \$7,500.00 |
| Kenzie | Holste | | | Assistant Volleyball Coach | | | | \$4,400.00 |
| Aaron | Heim | | | Volleyball Coach | | | | \$7,300.00 |
| Javier | Jazo | | | Golf Coach | | | | \$3,750.00 |
| Kyle | Marcum | | | Esports Coach | | | | \$4,000.00 |
| Curt | McIntyre | | | Assistant Cross Country Coach | | | | \$4,500.00 |
| Pete | Norman | | | Golf Coach | | | | \$3,750.00 |
| Tyler | Spinnato | | | Esports Coach | | | | \$4,000.00 |
| Lindsay | Stodden | | | Assistant Volleyball Coach | | | | \$300.00 |
| Chad | Boudreau | 3110 | HLTH212 | First Aid | | 2 | \$602.00 | \$1,204.00 |
| Jennifer | Smith-Norman | 3127 | PHYD239N | Body Mechanics/Yoga | | 1.8 | \$698.72 | \$1,257.70 |
| Pete | Norman | 3116 | PHYD124 | Theory of Football Coachign | | 2 | \$698.72 | \$1,397.44 |
| Pete | Norman | 3126 | PHYD227 | Sports Officiating | | 2 | \$698.72 | \$1,397.44 |
| Pete | Norman | 3112 | PHYD111VM | Intro to Physical Education | | 2 | \$698.72 | \$1,397.44 |
| Pete | Norman | 3125 | PHYD226 | Theory of Basketball Coaching | | 2 | \$698.72 | \$1,397.44 |
| Danielle | Walker | 3108 | HLTH112Y1A | Health | | 2 | \$602.00 | \$1,204.00 |
| Danielle | Walker | 3109 | HLTH112Y1B | Health | | 2 | \$602.00 | \$1,204.00 |
| Miscellaneous | | | | | | | | |
| Michael | Skwara | | | Academic Technology Resources Vac Interim Plan | | 3 | \$1,397.43 | \$4,192.29 |
| | | | | | | 3 | \$1,537.17 | \$4,611.51 |
| Michael | Skwara | | | Coordinator, Learning Mgmt System | | | | \$1,863.23 |
| Laura | Watson | | | Chair, Library Services | | | | \$1,863.23 |
| Aaron | Sargent | | | WFD048A/B Print Rdg & Inspection Training | | | | \$1,200.00 |
| Humanitied/Social Science/Fine Arts | | | | | | | | |
| Dagny | Brandt | | | Youth Choir Director | | | | \$2,000.00 |
| Brandon | Lamm | | | Orchestra Director | | | | \$2,000.00 |
| Norah | Flaherty | | | Part-Time Forensics Assistant | | | | \$1,500.00 |
| Bill | Petersen | | | Big Band Director | | | | \$2,000.00 |
| Heidi | Spotts-Manthey | | | Chorale Director | | | | \$2,000.00 |
| Heldi | Spotts-Manthey | | | Youth Choir Accompanist | | | | \$750.00 |
| Scott | Stich | | | Concert Band Director | | | | \$2,000.00 |
| Kevyn-Ann | Sutter | | | Part-Time Forensics Coach | | | | \$2,250.00 |
| Nadla | Wirchnianski | | | Chorale Accompanist | | | | \$1,400.00 |
| Robert | Apolloni | | | Part-time Instruction Supervision | | | | \$271.35 |
| Melissa | Johnson | | | Part-time Instruction Supervision | | | | \$271.35 |
| Melissa | Johnson | | | Part-time Instruction Supervision | | | | \$542.70 |
| Melissa | Johnson | | | Part-time Instruction Supervision | | | | \$271.35 |
| Lenie | Adolphson | 3223 | HIST243Y1 | History of Africa I | | 3 | \$602.00 | \$1,806.00 |
| Lenie | Adolphson | 3224 | HIST2143Y1 | U.S. History I | | 3 | \$602.00 | \$1,806.00 |
| Robert | Apolloni | 3129 | ART110HBB | Intro to Art | | 3 | \$1,397.43 | \$4,192.29 |
| Colette | Binger | 3292 | PSY162Y1 | Child Psychology | | 3 | \$602.00 | \$1,806.00 |
| Colette | Binger | 3503 | PSY262Y1 | Human Growth/Development | | 3 | \$602.00 | \$1,806.00 |

| | | | | COURSE | CLOCK | CREDIT | | TOTAL |
|--------------------------------|---------------|-------|----------------------------------------|--------------------------------|-------|--------|------------|------------|
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| Thompson | Brandt | 3134 | HUMA104N | Intro to Humanities | | 3 | \$698.72 | \$2,096.16 |
| Thompson | Brandt | 3369 | HUMA104HB | Intro to Humanities | | 3 | \$698.72 | \$2,096.16 |
| Thompson | Brandt | 3135 | MUS268Y1A | Music of the USA | | 3 | \$698.72 | \$2,096.16 |
| Rebecca | Caldwell | 3089 | ECE213Y1 | Incl Environ for Inf/Tod | | 3 | \$565.00 | \$1,695.00 |
| Rebecca | Caldwell | | Curriculum Development for ECE213 | | | | | \$400.00 |
| Dana | Dillard | 3601 | PSY161DC | Intro to Psychology | | 3 | \$580.00 | \$1,740.00 |
| Laura | Early | 3216 | HUMA104Y1B | Intro to Humanities | | 3 | \$1,397.43 | \$4,192.29 |
| Rachel | Feldhaus | | Curriculum Development for Level I ESL | | | | | \$400.00 |
| Rachel | Feldhaus | | Curriculum Development for Level 2 ESL | | | | | \$400.00 |
| Ashley | Harms | 3081 | ECE126Y1 | Observation/Guld Yng Child | | 3 | \$590.00 | \$1,770.00 |
| Ashley | Harms | | Curriculum Development for ECE126 | | | | | \$400.00 |
| Julie | Hartman-Linck | 3147 | SOCI276A | Racism/Diversity/Contemp Soc | | 3 | \$1,397.43 | \$4,192.29 |
| Alex | Jansen | 3280 | ART118HB | Graphic Design I | | 3 | \$1,048.08 | \$3,144.24 |
| Alex | Jansen | 3641 | ART228HB | Graphic Design III | | 3 | \$1,048.08 | \$524.04* |
| Adam | Moderow | 3092 | RDG083A | College Rdg Foundations | | 3 | \$602.00 | \$1,806.00 |
| Adam | Moderow | 3092 | RDG120A | College Rdg Strategies | | 3 | \$602.00 | \$1,806.00 |
| Adam | Moderow | 3094 | RDG120B | College Rdg Strategies | | 3 | \$602.00 | \$1,806.00 |
| Anthony | Musso | 3413 | SOCI200HB | Intro to Social Work | | 3 | \$698.72 | \$2,096.16 |
| Elizabeth | Niesman | 3095 | COMM084A | Basic Written Comm | | 3 | \$602.00 | \$1,806.00 |
| Elizabeth | Niesman | 3096 | RDG082A | Basic College Reading | | 2 | \$602.00 | \$1,204.00 |
| Paul | Rabldeau | 3289 | PSY161Y1A | Intro to Psychology | | 3 | \$1,397.43 | \$4,192.29 |
| Jennifer | Roser | 3154 | OCED290A | Work Pl Exp - CJS | | 4 | \$1,397.43 | \$558.97* |
| | | 3132/ | | | | | | |
| Dana | Russel-Brown | 3133 | ART117/217 | Pottery I/Pottery II | | 3 | \$960.50 | \$2,881.50 |
| Dana | Russel-Brown | | Curriculum Development for ART117 | | | | | \$400.00 |
| Dana | Russel-Brown | | Curriculum Development for ART217 | | | | | \$400.00 |
| | | 3287/ | | | | | | |
| Michael | Sleezer | 3288 | EDUC221/222 | Am Public School/Edu Agent Chg | | 3 | \$698.72 | \$2,096.16 |
| Michael | Sleezer | 3291 | PSY161DC | Intro to Psychology | | 3 | \$698.70 | \$2,096.16 |
| Michael | Sleezer | | Curriculum Development for PSY161 | | | | | \$2,096.13 |
| Michael | Sleezer | | Curriculum Development for EDUC221/222 | | | | | \$2,096.13 |
| Rachel | Stewart | 3085 | ECE128Y2 | Practicum | | 2 | \$698.72 | \$1,397.44 |
| Rachel | Stewart | | Curriculum Development for ECE128 | | | | | \$400.00 |
| Scott | Stitch | 3098 | MUS154A | Aural Skills I | | 1 | \$602.00 | \$602.00 |
| Scott | Stitch | 3101 | MUS270A | Fundamentals of Conducting | | 3 | \$602.00 | \$602.00* |
| Scott | Stitch | 3099 | MUS161A | Theory I | | 3 | \$602.00 | \$1,806.00 |
| Loretta | Swanson | 3105 | HUMA104Y1A | Intro to Humanities | | 3 | \$602.00 | \$1,806.00 |
| Loretta | Swanson | 3103 | ART110Y1 | Intro to Art | | 3 | \$602.00 | \$1,806.00 |
| Flora | Sweeney | | ECE Grant | | | | | \$400.00 |
| James | Yeager | 3208 | HUMA110HB | Intro to Critical Thinking | | 3 | \$1,397.43 | \$4,192.29 |
| James | Yeager | 3214 | MCOM210Y1 | Film History I | | 3 | \$1,492.40 | \$4,477.20 |
| | | | | | | | | |
| *pro rated based on enrollment | | | | | | | | |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|----------------------------|------------|------|------------|----------------------------------------|--------------|---------------|------------|-----------------|
| Business/Technology | | | | | | | | |
| Carol | Engelkens | | | Office Technology Lab - P/T Instructor | TBD | | \$28.35 | TBD |
| Denise | Johnson | | | Office Technology Lab - P/T Instructor | TBD | | \$31.61 | TBD |
| Tasha | Marini | | | Cosmetology Lab - P/T Instructor | TBD | | \$27.56 | TBD |
| Christine | McDermet | | | Cosmetology Lab - P/T Instructor | TBD | | \$27.56 | TBD |
| Dorie | Oloff | | | Office Technology Lab - P/T Instructor | TBD | | \$28.35 | TBD |
| Angela | Pierson | | | Cosmetology Lab - P/T Instructor | TBD | | \$27.93 | TBD |
| Crystal | Schwartz | | | Cosmetology Lab - P/T Instructor | TBD | | \$26.78 | TBD |
| | | | | | | | | |
| Jeffrey | Cowman | 3254 | INFT282HBN | A+ Certification | | 4 | \$532.00 | \$2,128.00 |
| Jeffrey | Cowman | 3255 | INFT284HBN | Networking + Certification | | 2 | \$532.00 | \$1,064.00 |
| Thomas | Harrison | 3277 | BUSN125HB | Math Of Business | | 3 | \$540.00 | \$1,620.00 |
| Thomas | Harrison | 3279 | MATH111HB | Technical Math | | 3 | \$540.00 | \$1,620.00 |
| Thomas | Harrison | 3344 | MATH111TC | Technical Math | | 3 | \$540.00 | \$1,620.00 |
| Lance | Keltner | 3239 | DRAF110HB | Print Reading and Inspection | | 3 | \$510.00 | \$1,530.00 |
| | | | | | | | | |
| Kristln | Piper | 3559 | ITHC205VN | Adv Medical Coding-Hospital | | 3 | \$525.00 | \$1,575.00 |
| Ashley | Polizzi | 3180 | ACCT211Y1 | Individual Income Tax Acct | | 3 | \$565.00 | \$1,695.00 |
| Ashley | Polizzi | | | Curriculum Development | | | | \$565.00 |
| Crimson | Pulver | 3167 | EQUI127HB | Horse Handling I | | 2.25 | \$540.00 | \$1,215.00* |
| Brandl | Widmer | 3164 | EQUI107HB | Equine Health Care I | | 2 | \$540.00 | \$810.00* |
| Brandi | Widmer | 3165 | EQUI131HB | Horse Shoeing | | 1.13 | \$540.00 | \$610.20* |
| Brandi | Widmer | 3166 | EQUI137HB | Riding I | | 2 | \$540.00 | \$810.00* |
| | | | | | | | | |
| Jennifer | Alderman | 3176 | ACCT115Y1 | Computer Applications in Acct | | 1 | \$1,397.43 | \$1,397.43 |
| Jennifer | Alderman | 3179 | ACCT220Y1 | Quickbooks Accounting | | 2 | \$1,397.43 | \$2,794.86 |
| Amy | Chamberlin | 3293 | COSM | Cosmetology classes | | 3 | \$1,397.43 | \$4,192.29 |
| | | | | | | 3 | \$1,537.17 | \$4,611.51 |
| | | | | | | 1.03 | \$1,676.91 | \$1,727.22 |
| Justin | Ebert | 3270 | AGOC226HB | Animal Nutrition | | 3 | \$1,397.43 | \$4,192.29 |
| | | | | | | 0.6 | \$1,537.17 | \$922.30 |
| Justin | Ebert | 3568 | AGOC242HB | Livestock Management | | 2.4 | \$1,537.17 | \$3,689.21 |
| | | | | | | | | |
| Justin | Ebert | 3267 | AGOC140HB | Agriculture Equipment Maint | | 0.8 | \$1,676.91 | \$1,341.53 |
| | | | | | | | | |
| Justin | Ebert | 3272 | AGOC287HB | Precision Farming Technology | | 2 | \$1,676.91 | \$3,353.82 |
| Justin | Ebert | 3572 | AGOC299Y1 | Ag Capstone Experience | | 0.2 | \$1,676.91 | \$335.38 |
| Joseph | Grove | 3181 | BUSN121Y1 | Intro To Business | | 3 | \$1,397.43 | \$4,192.29 |
| Jeremy | Monigold | | | Assessment Mentor | | 3 | \$1,397.43 | \$4,192.29 |
| Jeremy | Monigold | 3256 | INFT140Y1 | Beginning Excel | | 1 | \$1,537.17 | \$1,537.17 |
| Jeremy | Monigold | 3258 | INFT145Y1 | Beginning Access | | 1 | \$1,537.17 | \$307.43* |
| Monica | Pierce | 3275 | AGOC132HB | Landscape Design | | 2 | \$1,397.43 | \$2,794.86 |
| Monica | Pierce | 3262 | AGRI188HB | Introduction to Hort Science | | 1 | \$1,397.43 | \$1,397.43 |
| | | | | | | 3 | \$1,537.17 | \$4,611.51 |
| Monica | Pierce | 3273 | AGOC134HB | Introduction to Cannabis | | 2.4 | \$1,676.91 | \$4,024.58* |
| Monica | Pierce | 3274 | AGOC134Y1 | Introduction to Cannabis | | 0.9 | \$1,676.91 | \$1,509.22* |
| Monica | Pierce | 3490 | LIBS199HBC | FYES - Ag Emphasis | | 1 | \$1,676.91 | \$1,676.91 |
| Evan | Talbert | 3278 | BUSN125Y2 | Math of Business | | 3 | \$1,397.43 | \$4,192.29 |
| Aaron | Sargent | 3401 | SPTP170DC | CAD Modeling | | 1.8 | \$1,397.43 | \$2,515.37* |
| | | | | | | | | |

*Pro rated based on enrollment

| | | | | COURSE | CLOCK | CREDIT | | TOTAL |
|----------------|--------------|------|-----------------------------------|----------------------------------|-------|--------|------------|-------------|
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| | | 3242 | | | | | | |
| Aaron | Sargent | 3243 | MTEC280/285 | CNC Lathe I Adv CNC Machning | | 1.2 | \$1,397.43 | \$1,676.92* |
| | | | | | | 1.6 | \$1,537.17 | \$2,459.47* |
| | | 3579 | | | | | | |
| Aaron | Sargent | 3580 | MTEC270/280 | CNC Mill I CNC Lathe I | | 1.4 | \$1,537.17 | \$2,152.04* |
| | | | | | | 1.4 | \$1,676.91 | \$2,347.67* |
| Aaron | Sargent | 3246 | OCED290B | Work PI Exp-MTEC | | 0.6 | \$1,676.91 | \$1,006.15* |
| Aaron | Sargent | 3564 | OCED290E | Work PI Exp-MTEC | | 0.1 | \$1,676.91 | \$167.69* |
| | | | | | | | | |
| Todd | Vacek | 3235 | WELD233A | Advanced Welding Processes | | 1.5 | \$1,397.43 | \$2,096.15* |
| | | | | | | | | |
| Jennifer | Alderman | | Part time Instruction Supervision | | | | | \$279.49 |
| Amy | Chamberlin | | Part time Instruction Supervision | | | | | \$279.49 |
| Jeremy | Monigold | | Part time Instruction Supervision | | | | | \$139.75 |
| Aaron | Sargent | | Part time Instruction Supervision | | | | | \$279.49 |
| | | | | | | | | |
| Nursing | | | | | | | | |
| Jessica | Larson | 3471 | NURS292AX | Portion of Health/Illness II Lab | | 0.2 | \$1,397.43 | \$297.48 |
| Connie | O'Brien | 3553 | NURS188A | Pathophysiology | 32 | | \$38.00 | \$1,216.00 |
| Billie Jo | Rogers | 3462 | NURS103AX | Portion of Pharmacology Lab | | 1.5 | \$1,397.43 | \$2,096.14 |
| Jessica | Schneiderman | 3470 | NURS292AX | Portion of Health/Illness II | | 0.2 | \$1,397.43 | \$297.48 |
| Chrislyn | Senneff | 3469 | NURS192NXX | Portion of Health/Illness I Lab | | 1.1 | \$1,397.43 | \$1,537.17 |
| Kay | Sperry | 3466 | NURS192NXX | Portion of Health/Illness I Lab | | 3 | \$1,397.43 | \$4,192.29 |
| | | | | | | 1.4 | \$1,537.17 | \$2,152.03 |
| Donna | Strauch | 3473 | NURS292AXX | Health/Illness II Lab | 104 | | \$38.00 | \$3,952.00 |
| | | | | | | | | |
| Success Center | | | | | | | | |
| Thompson | Brandt | | Success Center | | TBD | | \$32.61 | TBD |
| Caroline | Giuffre | | Success Center | | TBD | | \$23.80 | TBD |
| Leanne | Grahame | | Success Center | | TBD | | \$25.20 | TBD |
| Mark | Miller | | Success Center | | TBD | | \$28.09 | TBD |
| Mark | Miller | | Success Center (LIBS) | | TBD | | \$28.09 | TBD |
| Elizabeth | Niesman | | Success Center | | TBD | | \$28.09 | TBD |
| Jennifer | Swedlund | | Success Center | | TBD | | \$23.80 | TBD |
| Connie | Taylor | | Success Center | | TBD | | \$28.09 | TBD |
| Michael | Thrumman | | Success Center | | TBD | | \$23.80 | TBD |
| Don | Tresemmer | | Success Center | | TBD | | \$25.20 | TBD |
| Wes | Bertram | 3487 | LIBS199HBB | FYES | | 2 | \$698.72 | \$1,397.43 |
| Stephanie | Eymann | 3494 | LIBS199HBD | FYES-Healthcare Emphasis | | 2 | \$698.72 | \$1,397.43 |
| Elizabeth | Niesman | 3486 | LIBS199BXX | FYES | | 2 | \$602.00 | \$1,204.00 |
| Elizabeth | Niesman | 3488 | LIBS1991A | FYES | | 2 | \$602.00 | \$1,204.00 |
| Monica | Pierce | 3490 | LIBS199HBC | FYES-Ag Emphasis | | 1 | \$1,676.91 | \$1,676.91 |
| Anthony | Sago | 3492 | LIBS199DXX | FYES-Male Initiative | | 2 | \$698.72 | \$1,397.43 |
| Samantha | Schalble | 3489 | LIBS199Y1B | FYES | | 2 | \$698.72 | \$1,397.43 |
| Vicki | Schulz | 3491 | LIBS199CXX | FYES-Education Emphasis | | 2 | \$698.72 | \$1,397.43 |
| Chance | Sharp | 3476 | LIBS199AXX | FYES | | 2 | \$698.72 | \$1,397.43 |
| Mariah | Studer | 3485 | LIBS199HBA | FYES | | 2 | \$698.72 | \$1,397.43 |
| Heather | Wagner | 3493 | LIBS199EXX | FYES-Undecided Students | | 2 | \$698.72 | \$1,397.43 |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|--------------------------|--------------|------|------------|--------------------------------------|--------------|---------------|------------|-----------------|
| Science/Math | | | | | | | | |
| Steve | Curran | 3406 | NSCI132HF | Portion of Natural Hazards/Disasters | | 2.4 | \$1,397.43 | \$3,353.84 |
| Ghaneshwar | Gautam | 3188 | PHYS120A | Portion of Intro to Engineering | | 2 | \$1,397.43 | \$2,794.86 |
| Steve | Mihina | 3061 | MATH132A | Portion of Applied Pract Math | | 0.8 | \$1,397.43 | \$1,117.95 |
| Jullet | Moderow | 3451 | BIOL116Y1 | Portion of Intro to Ecology | | 1.4 | \$1,397.43 | \$1,956.41 |
| Al | Nowicki | 3441 | BIOL145Y1 | Portion of Human Biology | | 1 | \$1,397.43 | \$1,397.43 |
| Jenna | Randngay | 3064 | MATH134Y1 | Portion of Statistics | | 0.2 | \$1,397.43 | \$279.49 |
| Mark | Rasmussen | 3067 | MATH166B | Portion of Statistics | | 0.8 | \$1,397.43 | \$1,117.95 |
| John | Sullivan | 3078 | CHEM123Y1 | Portion of Gen College Chem I | | 2 | \$1,397.43 | \$2,794.86 |
| Chad | Pals | 3537 | MATH166DC | College Algebra | | 4 | \$565.00 | \$2,260.00 |
| Ellen | McGinnis | | MATHE1 | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Ellen | McGinnis | | MATHC1 | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Ellen | McGinnis | | MATHA1 | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Nancy | Luepke | | MATHY1C | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Nancy | Luepke | | MATHF1 | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Nancy | Luepke | | MATHD1 | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Roberta | Andrews | | MATHY1A | MAC Lab | | 2 | \$540.00 | \$1,080.00 |
| Lifelong Learning | | | | | | | | |
| Kathy | Heid | 4002 | PERS037NCC | Walk and Stretch | 30 | | \$18.00 | \$540.00 |
| Dana | Russel-Brown | 1009 | PERS037NCC | Hand Built Pottery Tray | 4 | | \$25.00 | \$100.00 |
| Other Assignments | | | | | | | | |
| Gall | Peterson | | | Helped with Matilda costumes | | | | \$ 800.00 |
| Rhonda | Arends | | | Business Institute Instructor | | | | \$ 2,540.00 |

**AGENDA ITEM #XIV-B-1
SEPTEMBER 26, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**PLANNED RETIREMENT PROGRAM FOR FULL-TIME ADMINISTRATIVE,
PROFESSIONAL, AND CLASSIFIED NONUNION EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2026.

BACKGROUND: All full-time faculty union employees may currently participate in a Planned Retirement Program through the end of the contract year, June 30, 2026. Included in the contract is a disclaimer that states the College is not responsible for any earnings that might be disallowed by SURS, impacting any individual, in the calculation of any pension annuity.

The approval of this recommendation will allow the Administrative, Professional, and Classified nonunion employees a comparable option.

All eligible full-time, nonunion Administrative, Professional, and Classified employees may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of the retirement by the Board of Trustees, qualified employees will receive a raise up to 3.25% on their base salary for each of the last years of service. This salary increase will default to an annual 3.25% if the employee's annual earnings are equal to or less than the previous year's earnings. If the employee's annual earnings otherwise increase in a given year due to circumstances other than this planned retirement program, the retirement program raise will be reduced so that the annual increase equals 3.25%. Earnings for the purpose of this provision are defined as any earnings used to calculate the Final Rate of Earnings (FRE) as defined by SURS. Disclaimer: the College is not responsible for any earnings that might be disallowed by SURS, impacting any individual, in the calculation of any pension annuity.

An employee may participate in the Planned Retirement Program for less than three years, but may not exceed three years.

At the discretion of the Board of Trustees, the number of planned resignations may be limited to five individuals per year. Should the Board exercise this option, resignations will be accepted on a seniority basis.

To be eligible for the Planned Retirement Program, employees must submit an irrevocable written notice of retirement to the Human Resources Director up to three years in advance of

BOARD ACTION: _____

their retirement date and meet one of the following criteria at the time of the notice of retirement is presented:

- a. At least 62 years old and 15 years of SURS or any reciprocal pension system service credit; or
- b. At least 55 years old and 20 years of SURS or any reciprocal pension system service credit; or
- c. Any age with 30 years of SURS or any reciprocal pension system service credit.

Participation in the Planned Retirement Program will have no effect on the accumulation of accrued unused sick days or the conversion of sick days toward years of service for retirement.

Beginning October 1, 2023, an eligible employee desiring to enroll in the Planned Retirement Program will submit an irrevocable written notice of retirement at least 60 days prior to the beginning of the next quarter. The program end date will be June 30, 2026.

**AGENDA ITEM #XIV-B-2
SEPTEMBER 26, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

SUBMISSION OF DISTRICT SITE AND CONSTRUCTION MASTER PLAN

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the submission of an updated District Site and Construction Master Plan to the Illinois Community College Board.

BACKGROUND: All community colleges in Illinois are required to have a current District Site and Construction Master Plan on file with the Illinois Community College Board (ICCB). The purpose of the plan is to apprise the ICCB of any possible primary site construction, secondary site acquisition, or acquisition of new land. The plan is to be updated as plans change or in the year prior to an ICCB Recognition Report review. Any new construction and/or facilities or land acquisition planned by the College must be reflected in the Master Plan prior to construction or the acquisition of facilities or land.

BOARD ACTION: _____

Highland Community College
District Site and Construction Master Plan
September 2023

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Section 1

Introduction

The purpose of this document is to record a physical facilities design vision for the next five to ten years for Highland Community College.

Section 1 Introduces the plan. Sections 2 through 4 discuss needs for different types of space at the College, both indoors and out. Section 5 summarizes the recommendations that are made throughout the plan.

Section 2

Land Usage

The Highland campus is located in a mostly rural agricultural area on the west edge of Freeport along West Pearl City Road. The College district encompasses 1,640 square miles and includes portions of Stephenson, Carroll, Jo Daviess, and Ogle counties in northwest Illinois.

The primary HCC campus covers approximately 131 acres with a secondary college-owned site of approximately 9 acres (Gonder property). The buildings on the primary campus and secondary site are as follows:

| BUILDING NAME | YEAR OCCUPIED/OWNED | PURPOSE |
|---------------------------|---------------------|--------------------------------------------|
| Building "A" | 2003 | Athletic Field Storage |
| Building "E" | 2009 | Agriculture/Technology |
| Building "E" - Greenhouse | 2019 | Agriculture |
| Building "F" | 1974 | Fine Arts |
| Building "G" | 1970 | Recycling/Storage |
| Building "H" | 1993 | Administration/Conference & Student Center |
| Building "I" | 2001 | Child Care Center |
| Building "M" | 1971 | Liberal Arts |
| Building "N" | 1971 | Natural Science |
| Building "N" Addition | 2009 | Nursing |
| Building "N"-Greenhouse | 2011 | Natural Science |
| Building "R" | 1985 | GED/RSVP/Continuing Education |
| Building "S" | 1980 | Sports |
| Building "T" | 1973 | Business & Technology Center |
| Building "U" | 2003 | Grounds Storage |
| Building "V" | 1978 | Automotive Storage |
| Building "W" | 1970 | Maintenance Offices/Shop |
| Building "X" | 1970 | Shop/Storage |
| Building "Y" | 1970 | Office/Storage |
| Building "Z" | 1985 | Storage |

| | | |
|-------------------|------|---------|
| Building Gonder-1 | 2022 | Storage |
| Building Gonder-2 | 2022 | Storage |
| Building Gonder-3 | 2022 | Storage |

Portions of the campus have been developed into prairie plots, athletic fields, storm water retention pond, and arboretum while other areas remain as green space.

Adequacy of Land

The College's future plans for an Agriculture Storage building will require that ownership of approximately 5 acres of land be transferred from the Highland Community College Foundation to Highland Community College to satisfy grant requirements. Other college owned lands are adequate for current use.

Recommendations

Complete land transfer as required for construction of Agriculture Storage building.

Section 3

Roads and Grounds

Driveways

Vehicles access the campus by way of three entrances; Kiwanis Drive and Pearl City Road are the main entrances and the third is for receiving further west off of Pearl City Road. A loop road encircles the campus. Cyclists and pedestrians can access campus via a bicycle path that is owned in part by the college.

Parking

There is sufficient parking space on campus to meet demand with a sufficient number of reserved accessible spaces in each lot to comply with ADA standards. All lots are reasonably close to buildings. Well-placed sidewalks currently access each lot. Lots on campus range from fair to good condition.

Sidewalks

Sidewalks are for the most part appropriately placed. It has been an ongoing effort to replace old damaged and unsafe sidewalks as the need arises. The college replaced approximately 10% of its sidewalks in 2018. A safer path for Fine Arts theater goers was completed summer 2023. Lighting for all of the sidewalks and building overhangs was updated in 2015 to LED lighting for energy efficiency and safety.

Recommendations

Driveways: Repaving driveways as needed through the use of the “Loop Road Fund”.

Parking: Crack filling, sealing, and re-striping of parking lots is planned for 2027. As parking lots age and deteriorate, a plan must be put in place to fund the resurfacing of lots in upcoming years.

Sidewalks: The College will continue address sidewalk replacement as needed to eliminate hazards. Patching will take place for smaller repairs and larger repairs will be put on a list for possible PH&S funding.

Lighting: Due to the condition of our aging 13-year-old driveway and parking lot lighting, plans are being made to update this lighting in 2024 to newer LED lighting for safety and ability to obtain repair parts. All other outdoor lighting seems adequate.

Section 4

Building Structures

Adequacy of Building Structures

The Campus buildings are listed below along with comments in regards to condition and adequacy:

| BUILDING NAME | CONDITION | COMMENTS |
|-------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building "A" | Good | Adequate for needs |
| Building "E" | Excellent | Additional space is needed for Ag equipment storage. Additional laboratory space is needed for research and equipment repair/operation classes. |
| Building "E" Greenhouse | Excellent | Adequate for needs |
| Building "F" | Good | Storage for stage props and costumes is limited. A small project to create more storage space is set for 2025. |
| Building "G" | Good | Storage for excess equipment and supplies is limited. |
| Building "H" | Good | Adequate for needs |
| Building "I" | Good | Adequate for needs |
| Building "M" | Good | Adequate for needs. A classroom re-sizing and updating project is planned for 2024. |
| Building "N" | Good | Adequate for needs. Continued remodeling of remaining lab spaces is planned. |
| Building "N" Wing | Excellent | Nursing laboratory space is limited. |
| Building "N" Greenhouse | Excellent | Adequate for needs |
| Building "R" | Good | Space is limited and at capacity. |
| Building "S" | Fair | Storage space is limited, updating of facilities is needed. Space for college related athletic activities are very limited and does not meet current needs. |
| Building "T" | Good | Adequate for needs |
| Building "U" | Good | Adequate for needs |
| Building "V" | Good | Adequate for needs |
| Building "W" | Good | Adequate for needs |

| | | |
|-------------------|------|--------------------|
| Building "X" | Fair | Adequate for needs |
| Building "Z" | Good | Adequate for needs |
| Building "Y" | Fair | Adequate for needs |
| Building Gonder-1 | Fair | Adequate for needs |
| Building Gonder-2 | Fair | Adequate for needs |
| Building Gonder-3 | Fair | Adequate for needs |

Building HVAC Control

The College completed a Building Automation System update in 2016. System is functional and reliable.

Emergency Notification System

The College completed a full replacement of telephone systems in 2022. Public address system is older but fully functional. Mass calling/texting systems are in place and are updated as needed.

Fire Alarm System

The College completed a full replacement of its fire alarm system in 2019 and added buildings previously not protected by a fire alarm system. System is fully functional.

Recommendations

Evaluate future space needs for the college's athletics program and seek funding to complete needed additions/renovations.

Develop future plans for an expanded Agriculture Research Center and seek funding to complete needed additions/renovations.

Continue to evaluate condition of all buildings and usability of space to prioritize needs.

Section 5

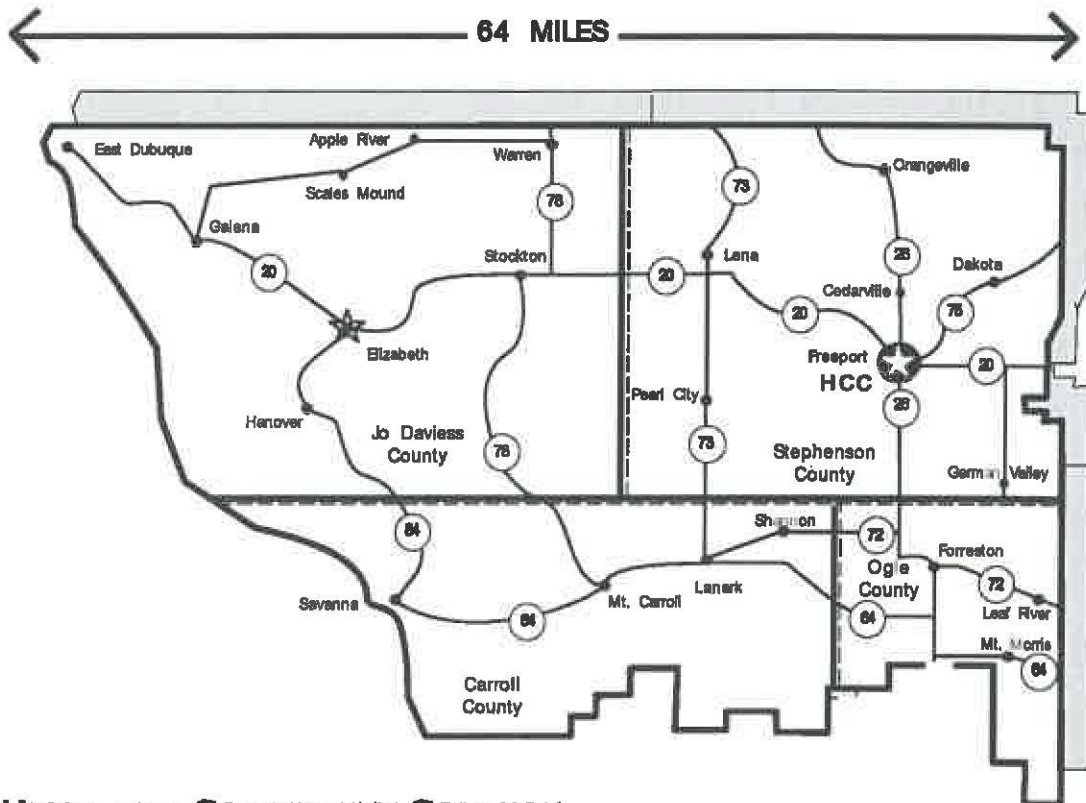
Summary

Though our current facilities are operational and for the most part adequate in size, the infrastructure and functionality of many spaces are aging, outdated, and not optimal for Students, Staff, and Faculty.

The College continues to look at ways to make more efficient use of our current facilities through re-organization of space to better fit the needs of our Students.

The College continues to evaluate needs and prioritize improvements utilizing any available and appropriate funding sources including operating funds, bond sales, Capital Development Board deferred maintenance and capital renewal funds, HCC Foundation gifts, and Protection, Health & Safety levies.

HCC District Map



 **HIGHLAND COMMUNITY COLLEGE**
DISTRICT #519

HCC Campus Boundary Map and Secondary Site Map

